

Course: _____
Period # _____

Name: _____
Date: _____

Mr. Velez Classroom Guidelines

1. Do not use the chair as a means of transportation.
2. Get to class on time. Each tardy is recorded. Tardy policy is enforced.
3. Absolutely NO OUTSIDE SECONDARY STORAGE (disks, CD, jump drives, etc.). Any outside secondary storage devices will be confiscated, (The only exception will be for BCIS class projects and students will be informed.)
4. Come prepared to class. Bring your organized notebook to class daily. Do not throw any of your work as you will be required to keep all papers organized daily. (Random notebook check)
5. All assignments must be turned in by the due date. Production work will be penalized if turned in after the due date. Tutorial and computer lab available upon request.
6. Respect your peers, the computer hardware, yourself and the classroom environment. Handle computer hardware, software, books properly; improper use of this property will follow Student Code of Conduct consequences. Do not change any computer settings, windows properties, remove or add programs. REPORT ANY COMPUTER CHANGES or problems immediately or YOU will be held responsible,
7. Copying (sharing) files or other student's work is considered cheating. Consequences for cheating are stated in the Student Code of Conduct Handbook,
8. Do not listen to CD's or download music in class,
9. The computer lab is an instructional lab, do not download and/or play games in class,
10. Do not use Internet without teacher's permission, Use of Internet ONLY under direct teacher supervision. All students must follow Internet Guidelines at all times.
11. No food, gum or drinks are allowed, (Students wishing to carry water should keep their water in their backpack when they enter the classroom.)
12. Parents are encouraged to request **Gradespeed** account to access student grades & progress.
<http://gradespeed.bisd.us/gs/>
13. Other: _____

My daughter/son and I have read the above classroom guidelines:

Student's Signature

Date

Parent's Signature

Date